

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-
10157 - OHR

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Human Resources	POSITION NUMBER (Agency - Unit - Class - Serial) 306-271-1303-029
2. UNIT NAME AND CITY LOCATED Personnel Transactions - West Sacramento	3. CLASS TITLE Personnel Specialist
4. WORKING HOURS/SCHEDULE TO BE WORKED 8 a.m. to 5 p.m.	5. SPECIFIC LOCATION ASSIGNED TO Personnel Transactions Unit
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-271-1303-029

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of a Personnel Supervisor I, the incumbent is responsible for the total maintenance of personnel documents for assigned offices. The average assignment is comprised of approximately 250 full-time, part-time, and intermittent employees who are located throughout the state. The incumbent will promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
35%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>This position functions within the guidelines of the Personnel Management Policy and Procedures Manual (PMPPM), Payroll Procedure Manual (PPM), Personnel Action Manual (PAM), State Administrative Manual (SAM), Benefits Administrative Manual (BAM), California Department of Human Resources (CalHR) Pay Letters, CalPers State Handbook, State Controller's Office (SCO) Personnel and Payroll Letters, Personnel Management Liaison Memos (PMLs), Collective Bargaining Contracts, Human Resource Memorandum (HR Memos), and Transactions Office Manual (TOM) and Activity Based Management System (ABMS) Manual.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>In order to key enter and maintain employee work history information to appoint, separate, or change employee information and verify the accuracy of the data as needed:</p> <ul style="list-style-type: none"> Reviews employee appointment/separation documents, document and key Personnel Action Requests (PAR) into the SCO system to update employment history by referring to the PAM. Reviews turn around documents to ensure accuracy by cross-referencing the SCO turn-around documents to the ABMS system. Prepares documents to establish, abolish, re-class, encumber, and disencumber positions and/or temporary help funds by referring to the RPA and ABMS position history screen. Forwards documentation that the department cannot key to the SCO for processing by courier mail.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

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25%	<p>In order to ensure monthly regular, overtime, shift and special payments are issued accurately and timely, also monitor and resolve pay discrepancies:</p> <ul style="list-style-type: none"> • Utilizes the SCO pay calculator to calculate and issue salary advances. • Prepares and issue notices of accounts receivable adjustment memos to collect overpayments. • Coordinates personnel/payroll activity with Disability Transactions Unit (DTU) specialists by submitting View Direct screen prints and warrant release sheets for processing. • Requests reports (overtime, dock, etc.) and compares data to PAL, corrects discrepancies, coordinate and/or reconcile with SCO by utilizing ABMS. • Monitors ABMS "Not Interfaced Reports" to ensure time is updated and calculated correctly and resolve discrepancies. • Certifies payments by completing a form Std. 674 when necessary. • Requests additional pay, such as: overtime and shift differential pay by keying in the information, via direct line to the SCO. • Reviews PAL and compares SCO leave benefits and payroll history to reconcile and adjust payments. • Directs Accounting Section to release payments by submitting payroll release form.
10%	<p>In order to ensure miscellaneous pay is issued/released timely and accurately on a daily basis:</p> <ul style="list-style-type: none"> • Reviews SCO View Direct screen to determine if pay warrants have been issued. • Directs Accounting Section to release payments by submitting payroll release form.
10%	<p>In order to maintain attendance and payroll records including manual and automated posting of leave records on a monthly basis:</p> <ul style="list-style-type: none"> • Reconciles and certifies attendance and payroll by accessing SCO and ABMS (PAL) systems. • Reviews for accuracy and manually process 634 attendance records by keying into the SCO system employees that are not in the ABMS database.
10%	<p>In order to ensure employee benefits (i.e., Health, Dental, Vision, COBRA and Flex Elect), and personnel/payroll programs such as FMLA are administered according to federal and state law guidelines as needed:</p> <ul style="list-style-type: none"> • Reviews all benefit documents for accuracy by checking benefit codes, effective dates and the appropriate signatures by referring to the BAM. • Key enters health enrollment documents via direct line to the MyCalPERS system and forwards all others to appropriate entities per BAM guidelines. • Requests FMLA eligibility reports by utilizing ABMS. • On a monthly basis, posts leave cards to manually track benefit eligibility for Permanent Intermittent employees.
10%	<p>MARGINAL FUNCTIONS</p> <p>In order to provide daily expert guidance and recommendations by using the phone, e-mails or one-on-one meetings regarding personnel transactions and rights to employees, control agencies and departmental offices:</p> <ul style="list-style-type: none"> • Advises Offices regarding policies and procedures, when possible, for non-represented employees and items that are not governed contractually, for represented employees by referring to internal/departmental policies and procedures. • Advises employees concerning all employee rights and benefits by researching labor contracts interpretations and verifies proper application by Office.

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	<p><u>DESIRABLE QUALIFICATIONS</u></p> <ul style="list-style-type: none">• Demonstrates interest in assuming increasing responsibility, sound judgment, loyalty; and discretion.• Actively participates on personnel-related team projects.• Provides the highest level of customer service in all situations.• Possesses a positive attitude.• Can work in a fast paced environment.• The ability to be flexible and motivated.• History of excellent attendance• The ability to work under pressure and perform multiple tasks with accuracy, precision and neatness.• Detail-oriented.• Strong organizational skills. <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></p> <ul style="list-style-type: none">• Requires ability to effectively handle stress and deadlines.• Appropriate dress for the office environment.• Read various documents and resources.• Effective communication with various clients.